

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving revised class specification for Associate Engineer.

During the 1998-99 budget discussions, the Department of Public Works was requested to prepare to undertake oversight and management of the County transit program. The Personnel Office has been requested to open a recruitment for the position of Associate Engineer, and the department has asked that this new typical duty be added to the current class specification prior to that process. No other changes are requested at this time.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this proposed class specification revision.
2. Make any changes to the class specification as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Class Specification _____

CLERK'S USE ONLY:

Res. No.: 98-433 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved _____ () Denied _____

() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: JG

MARIPOSA COUNTY

JOB TITLE: Associate Engineer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under limited supervision, to perform a wide variety of difficult field and office civil engineering work involved in the design, construction and maintenance of County roads, bridges, sanitation facilities and drainage, water systems and other public works projects; to perform traffic engineering and transportation planning work; and to provide technical direction and guidance to other County personnel and contractors regarding public works construction methods, materials and requirements. Employees in this classification may serve as supervising engineer on public works construction projects and may direct, oversee and supervise the work of others in a lead capacity. This job class is the mid-level of the civil engineering series and functions at a full journey level of classification which requires the application of complex technical civil engineering knowledge as well as project administration skills.

DISTINGUISHING CHARACTERISTICS:

This classification is the journey-level of the engineering series. This class is distinguished from the next higher classification of Senior Civil Engineer in that the latter has supervision responsibilities over subordinate engineers, engineering technicians and other support staff, while the former has no direct supervisory responsibility. Senior Civil Engineers are required to be licensed, while Associate Engineers may be licensed or unlicensed. Associate Engineers are distinguished from the next lower classification in the engineering series of Junior Engineer by the complexity of the engineering assignments performed.

SUPERVISOR: Director of Public Works or Senior Civil Engineer,
as assigned

TYPICAL DUTIES:

- Performs complex office and field engineering related to the design, construction and maintenance of County public works projects
- Performs special technical studies and investigations related to public works construction projects; analyzes structures, roads, highways, and other project sites for economic, environmental, engineering, legal and other considerations of project feasibility

MARIPOSA: Associate Engineer

TYPICAL DUTIES (Cont'd):

- Directs, oversees and evaluates the work of field survey parties in securing needed data and information prior to actual construction operations.
- Performs transportation planning functions in consultation with the Local Transportation Commission and other County staff
- Oversees and manages contract transit operators and coordinates with County transit program
- Reviews and prepares engineering plans, drawings, and specifications related to public works construction projects; and performs technical drafting operations as required
- Serves as supervisory engineer on assigned projects; directs, trains, coordinates, inspects and reviews the work of assigned staff or outside contractors for compliance with established engineering plans, specifications and legal standards; recommends changes in design and construction as necessary and prepares change orders and construction project cost accounting
- Reviews field and laboratory tests of construction materials; prepares cost estimates of materials and construction quantities to develop engineering project budgets; inspects damaged infrastructures and makes estimates of repair costs
- Checks land development improvement plans for compliance with the County Improvement Standards, Circulation Policy and building codes and provides engineering advice to County Planning and Building Department staff
- May apply for state and federal funding for public works projects
- May set up, administer and maintain the Disadvantaged Business Program as required for state and federal funding
- Represents the department at technical meetings and public gatherings and before the Board of Supervisors; makes other public presentations as required

MARIPOSA: Associate Engineer

TYPICAL DUTIES (Cont'd):

- Prepares comprehensive reports and maintains accurate records
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- local, state and federal laws, codes, and regulations related to civil engineering
- principles, practices and techniques of civil engineering and surveying
- statistics and advanced mathematics including algebra, analytic geometry and trigonometry
- topographic and construction surveying, stress analysis, analytical mechanics and the strength, properties and uses of construction materials; uses, physical characteristics, sampling and testing of construction materials, including nuclear compaction testing equipment
- modern methods and equipment utilized in engineering construction and of inspection methods used in reviewing such work
- personal computer software, including operating systems, word processors, databases, spreadsheets, CAD and other engineering software
- surveying and drafting procedures, record keeping and equipment
- principles, practices and techniques of supervision and training

Ability to:

- plan, assign, and supervise the work of others in a lead capacity
- analyze situations and adopt effective courses of action
- perform complex technical engineering work assignments with discretion and independent judgment

MARIPOSA: Associate Engineer

Ability to (Cont'd):

- inspect construction projects and enforce compliance with all regulations, plans and specifications
- read, understand and interpret complex technical and legal documents, technical drawings and plans, maps and other data rapidly and accurately
- listen attentively and participate in negotiations by providing required data and information
- establish priorities and work under stress to meet deadlines
- develop and coordinate master planning for projects such as transportation and water resource improvements
- generate computerized designs of roadways and other public works projects; train and direct assigned staff in computerized design work
- use word processing, database software and a variety of operating systems on a personal computer
- communicate clearly and concisely, orally and in writing, at both a technical and general level
- establish and maintain effective working relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

- a Bachelor's degree from an accredited college or university in civil engineering, or a closely-related engineering discipline, and four years of increasingly responsible experience in public works-related civil engineering projects. This experience must include at least one year of experience in personnel supervision and project management.
- possession of a valid California Drivers License and a valid certificate as an Engineer-in-Training issued by the State of California Board of Registration for Professional Engineers and Land Surveyors. Professional registration as a Civil Engineer in the State of California is desirable.

AssocEng.frm
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Revised: 7/97 (B/S 97-272 - 7/1/97)
Revised: 12/98 (B/S 98-433 - 12/1/98)